

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Thursday, June 18, 2012
Conference Room B, Audrey Beck Municipal Building
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Denise Keane, Paul Shapiro

Other Council Members Present: David Freudman

Staff Present: Maria Capriola, Assistant to Town Manager, Matt Hart, Town Manager

The meeting was called to order at 6:00 p.m.

1. PUBLIC COMMENT

None.

2. APPROVAL OF MINUTES

The meeting minutes of 6/11/12 were moved as presented by Shapiro and seconded by Keane. The minutes were unanimously approved as presented.

3. TOWN MANAGER PERFORMANCE REVIEW PROCESS/TIMELINE

Discussion occurred as to the performance review instrument that will be used for the FY 11/12 evaluation. A revised draft form was reviewed and edited.

The Committee reviewed potential questions that will be used in a 360 degree evaluation process. The Committee will facilitate a 360 degree evaluation with the Manager's direct reports this year (trial year); participation will be voluntary. Tentatively the goal is to then conduct the 360 evaluation next year and every two years thereafter, with the intent being to conduct the 360 evaluation once during every Council election cycle. Discussion occurred as to whether or not conducting the evaluation every two years is too frequent. The Committee and Hart agreed to research best practices to determine the frequency in which 360 degree evaluations should be conducted. Moran will review this process with direct reports at the next Department Head meeting in July.

It was decided that the narrative form for the Town Manager self-evaluation will no longer be used; the Manager's self-evaluation form will be the same form used by the Council.

4. FY 12/13 NON-UNION COMPENSATION

Hart reviewed his recommendations in changes for FY 12/13 non-union compensation and benefits as follows:

- General wage increase (2% on 7/1/12)

- Employee share of health insurance premiums (PPO increase to 16%, POE increase to 14%)
- Retiree medical insurance (increase Town's share by \$5/mo, from \$205/mo to \$210/mo per eligible participating retiree retiring on or after 7/1/12)
- Tuition reimbursement (increase by \$50/yr from \$1200/yr to \$1250/yr)

No changes are recommended for the retiree payment in lieu of health insurance program or longevity. Shapiro made the motion, seconded by Moran, to endorse the Town Manager's proposed recommendations to changes in compensation and benefits for non-union regular staff for FY 12/13. The motion passed with Shapiro and Moran voting in favor and Keane being opposed.

5. ANTI-HARASSMENT POLICY REVISIONS

Staff reviewed draft revisions of the anti-harassment policy with the Committee. The Town's labor counsel has been assisting with the re-writes. Moran noted that the policy falls within the Manager's purview. Committee members will review the draft revisions and offer suggestions at the next meeting.

Moran made the motion, seconded by Shapiro to adjourn the meeting. The meeting adjourned at 7:02 p.m. The next meeting is scheduled for Monday, July 16, 2012.

Respectfully Submitted,
Maria E. Capriola, M.P.A.
Assistant to Town Manager